

Position Description



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Permit Coordinator

Department: Community Development

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision of the development services manager, responsible for tracking the progress of development and building permits and providing project status information to applicants; provides technical and administrative support facilitating the integration and coordination of permitting activities among various City departments; and performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Provide basic building, engineering, and planning and permit information to the public by phone or in person.
- Maintains all applications and files associated with the building inspection function.
- Coordinates all phases of the plan review process, including review by other city and external departments.
- Coordinates, monitors and tracks the permit process to completion.
- Schedules appointments with contractors and builders for field inspections.
- Research, develop and organize permit information in a database and maintain for reports and special projects.
- Assists in the organization, maintenance and coordination of the permit filing system.
- Maintains and provides forms upon request.
- Performs other related duties as required or assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School diploma or GED; Bachelor's degree preferred
- Six (6) months of clerical experience involving extensive public contact, preferably in the building or construction industry;
- Or equivalent education, and/or experience.

Knowledge, Skills and Abilities:

- Knowledge of operations, services, and activities of a building and land development services program.
- Knowledge of basic knowledge of International Building Codes.
- Knowledge of city government organization, functions, policies, rules, and regulations.

- Knowledge of office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Ability to organize and set priorities.
- Knowledge of principles and procedures of record keeping and filing.
- Ability to provide a positive customer interaction experience.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to type or enter data at a speed necessary for successful job performance.
- Ability to understand and follow oral and written instructions.
- Ability to work independently in the absence of supervision.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to compute permit fees based on the City's adopted fee schedule and building valuation data.

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee *sits in an office or computer room*.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.